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OTR Action

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16 June 1961

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Recommendations of the Inspector General
with Respect to Clerical Utilization and
Training

1. This memorandum contains a recommendation submitted for DD/S approval. Such recommendation is contained in paragraph 5.
2. The Inspector General's Survey of the CIA Training Program (August 1960) contained the following recommendation, among others, which was approved by the Deputy Director of Central Intelligence:
"Recommendation 1: The Directors of Personnel and Training together with representatives from operating components take a fresh look at the overall problem of clerical usage and make recommendations for a more effective system. This should be followed by an OTR reassessment of the clerical training program."
3. It has been reported to you that this problem is under review by the recommended task force, and that the final report of the task force would be submitted to you by 1 July 1961.
4. Attached hereto is the report of the task force. We concur in the conclusions which are presented in the report.

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5. It is recommended that the findings of the task force be communicated to the DDCI.

EMMETT D. ECHOLS
Director of Personnel

MATTHEW BAIRD
Director of Training

Attachment:
"AGENCY CLERICAL PERSONNEL"